

Long Term Care Core of Knowledge

Patient Care (PC) Hours

A. Nursing and Physician Services:

1. Restorative nursing;
2. Rehabilitation;
3. Definition, concept and procedures of nursing;
4. Skin and wound care;
5. Infection control procedures;
6. Drug administration and drug effects;
7. Disease recognition and process;
8. Quality Assurance;
9. Physician's role in the facility; and
10. Physician/resident relationships;

B. Social Services:

1. Resident rights;
2. Living wills and advance directives;
3. Social, emotional, religions and financial needs of the resident;
4. Family counsel and consultation;
5. Grieving process;
6. Death and dying;
7. Communication with the resident and;
8. Ombudsman program;

C. Food Services:

1. Proper nutrition;
2. Therapeutic diets; and
3. Resident satisfaction;

D. Social and Therapeutic Recreational Activities:

1. Needs of the resident;
2. Community resources;
3. Rehabilitation services;
4. Volunteers and auxiliaries; and
5. Chemical dependency of the resident;

E. Medical Recordkeeping:

1. Medical Records system;
2. Appropriate charting and documentation; and
3. Evaluation and revision of care plans;

F. Pharmaceutical Services:

1. Proper drug handling and control;
2. Proper drug dispensing; and
3. Drug interactions;

Administrative (A) Hours

G. Personnel Management:

1. Maintaining a positive atmosphere;
2. Grievance procedures;
3. Effective communication;
4. Evaluation procedures;
5. Recruitment of staff;
6. Interviewing candidates;
7. Selecting future employees;
8. Staff development and training;
9. Personnel policies and procedures;
10. Health and safety;
11. Departmental organization and management;
12. Professional ethics and conduct;
13. Total quality management; and
14. Health care reform;

H. Financial Management:

1. Budgeting;
2. Financial planning;
3. Asset management; and
4. Accounting;

I. Marketing and Public Relations Principles:

1. Public relation principles;
2. Marketing principles;
3. Newsletters;
4. Community and social organizations; and
5. Working with media;

J. Physical Resource Management:

1. Building and grounds management;
2. Environmental services;
3. Safety procedures and programs;
4. Fire and disaster plans; and

K. Laws, Regulatory Codes and Governing Boards:

1. Medicare and Medicaid;
2. Omnibus Budget Reconciliation Act (OBRA);
3. Occupational Safety and Health Administration (OSHA);
4. Americans With Disability Act (ADA);
5. Life Safety;
6. Legislative process;
7. Board Responsibilities; and
8. By-laws.